

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Library Use Guidelines	Related Policies:
Policy Number: ADP 15	Standards/Statutes:
Effective Date:	Page 1 of 1

PURPOSE: To establish guidelines for inventory control of library resources

POLICY: Staff will sign out all library materials.

PROCEDURE:

- A. All library materials can be checked out for 2-week intervals with renewals in 1-week increments as needed. The library will be open from 8 am to 5 p.m. Monday through Friday (except holidays) and is located next to the Medical Records Office.
- B. Material can also be requested from medical records prior to the weekends, holidays or when it is known the library will be closed. The materials can be checked out and returned by placing them in the proper mailboxes.
- C. Medical Records staff will print a weekly report of books that are due. They will notify staff by e-mail that the books are due and ask if will be renewed or returned.

Revisions: Rev Dates

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